

6 FAM 1920

AUDIOVISUAL, PHOTOGRAPHIC, AND VIDEO SERVICES

(TL:GS-123; 01-22-2004)
(Office of Origin: A/OPR/GSM)

6 FAM 1921 PURPOSE

(TL:GS-123; 01-22-2004)

The *Office of General Services Management (A/OPR/GSM)* is responsible for the planning and administering of the audiovisual, *photography, and video production programs* for the Department of State and the Foreign Service. The *Audiovisual Services Branch and the Video Production Unit*:

- (1) *Provide* guidance and technical advice on all audiovisual *and video* matters;
- (2) *Maintain* liaison with Congress, the White House, and other *U.S.* Government agencies for requested services;
- (3) *Analyze* and *evaluate* requests for audiovisual *and video* services and *determine* suitable *methods* of presentation;
- (4) *Research* information for projects and *write* copy *or scripts* when appropriate; *and*
- (5) *Provide* coordination and technical review over approved projects from development through completion (including the purchase of *audiovisual, production/post-production services* from commercial firms).

6 FAM 1922 AUDIOVISUAL SERVICES

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Audiovisual services are provided by the Office of General Services Management to the Department, White House, Congress, *U.S.* Government agencies, and international organizations upon request. Services include:

- (1) Design, installation, maintenance, and operation of simultaneous interpreting equipment, recording equipment, and public address systems for international conferences, meetings, and special functions (including press briefings for the President and the

- Secretary *of State*);
- (2) *Video* projection (including equipment and technicians) for screening in auditoriums and conference areas; *and*
 - (3) *The* loan of projection and audio equipment.

6 FAM 1923 PHOTOGRAPHIC SERVICES

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Photographic services provided by the Office of General Services Management include:

- (1) Photographic coverage of events and personalities concerned with foreign policy such as signing ceremonies for treaties, swearings-in, international conferences, and state occasions (*including photographs of the President and the Secretary of State*);
- (2) Photographic support for graphic and technical projects; *and*
- (3) Requests for photographs *for* Department offices *and* other Federal agencies.

6 FAM 1924 VIDEO PRODUCTION SERVICES

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Video production services provided by the Office of General Services Management include:

- (1) *Video coverage of events and personalities concerned with foreign policy such as signing ceremonies for treaties, international conferences, press conferences, and state occasions within the Harry S. Truman Building;*
- (2) *Videotape footage files of personnel, personalities, and events of interest to the Department and the public;*
- (3) *Videotaping support for television and video productions;*
- (4) *Requests for videography from Department offices, other Federal agencies, and public news services;*
- (5) *Edits of videotaped material—adding music, graphics, narration, credits, and other information as needed;*
- (6) *Duplicates of up to five (5) VHS copies of any previously recorded material as long as the material is **not** subject to copyright laws and regulations (client provides the new blank videotape stock); and*

(7) *Loan of VHS camera and tripod equipment.*

6 FAM 1925 REQUESTING AUDIOVISUAL, PHOTOGRAPHIC, AND VIDEO SERVICES

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Requests for *audiovisual*, photographic, and *video* services shall be made on Form DS-1141, *Project Request*. *Forms are available on the eForms web site.*

6 FAM 1926 THROUGH 1929 UNASSIGNED